

## WHAT THE TUITION BENEFIT DOES NOT COVER:

- Airfare
- Certification fees and renewals (*as of 1/1/05, general City management are eligible*)
- Courses where the tuition was paid for by a grant, scholarship or State/Federal veteran's benefits.
- Courses, seminars or conferences that began or were attended prior to City employment.
- Courses, seminars or conferences that began or were attended during an **unpaid** and/or voluntary leave of absence (i.e., voluntary layoff, educational leave of absence, etc.)
- Courses taken on "City" time (**see #3 below**)
- Equipment or supplies (i.e., calculators, disks, software, notebooks, paper, pencils, etc.) (**see #1 below**)  
NOTE: The equipment and supplies must be REQUIRED in a successfully completed class (for those eligible to receive equipment and supply reimbursement).
- Examination Fees
- Finance charges
- I.D. fees
- Interest Charges
- Late fees
- License fees and renewals (*as of 1/1/05, general City management are eligible*)
- Lodging
- Meals
- Membership dues reimbursement (**see #2 below**)
- Mileage
- Parking fees
- Part-time employees with less than 40 hours per pay period are **not** eligible for the Tuition Benefit.
- Sales tax
- Shipping and handling charges
- Subscriptions to magazines, journals or periodicals (this also applies to Membership Dues reimbursement)
- Textbooks that were NOT required in a successfully completed course
- Transfer of Credit fees
- Union dues

### **Seasonal Layoff and Leaves of Absence**

If you started a course prior to going on a seasonal layoff or unpaid leave of absence, you will receive your reimbursement when you return to work. However, if you start a course while on an unpaid and/or voluntary leave or layoff, you are not eligible to receive reimbursement.

### **NOTES:**

1. Only certain bargaining units are eligible to receive reimbursement for **required** equipment and/or supplies for a successfully completed course.
2. Only certain bargaining units and employee groups are eligible for Membership Dues reimbursement.
3. Only certain bargaining units and employee groups are eligible to take courses on "City Time" provided the course or seminar is critical to and directly related to the employee's present position.